

**TIPPECANOE COUNTY**  
**SOLID WASTE MANAGEMENT DISTRICT**  
*July 19, 2018*

The Tippecanoe County Solid Waste Management District met on July 19, 2018 at 12:00 p.m. in the Tippecanoe Room in the County Office Building. Members in attendance were: Chairman – Commissioner Tom Murtaugh, Vice Chairman – Commissioner Tracy Brown, Commissioner David Byers, Lafayette Mayor Tony Roswarski, West Lafayette Mayor John Dennis, County Councilman John R. Basham II, and Lafayette City Councilman Ron Campbell. Also present were Attorney Doug Masson, Deputy Auditor/Controller Jeremy Diehl, and Stanton Lambert.

Chairman Murtaugh called the meeting to order.

Ron Campbell moved to approve the minutes from the July 20, 2017 regular board meeting, second by John Dennis. Motion carried.

**Administration**

Chairman Murtaugh cited the need to appoint a Chairman and Controller for the next year.

Ron Campbell moved to appoint/retain Tom Murtaugh as Chairman; second by Tony Roswarski. Motion carried.

Tony Roswarski moved to appoint/retain Jeremy Diehl as Controller for the district; second by John Dennis. Motion carried.

**Approval of Accounts Payable**

Chairman Murtaugh introduced the list of claims processed since the July 20, 2017 meeting. Murtaugh pointed out that additional services have been needed at the Stockwell and East Tipp recycle sites. Best Way Disposal is invoicing the district for costs associated with those additional pickups. John Dennis moved to approve accounts payable as presented, second by John Basham. Motion carried.

Jeremy Diehl stated that Best Way Disposal needs added as a distinct vendor entity for the extra recycle pickup services we now receive. John Dennis moved to add Best Way to the authorized vendor list; second by Tracy Brown. Motion passed.

**Financial Update**

Jeremy Diehl presented a financial overview of 2017 district operations. General fund balance for the district increased by \$30,814 as result of 2017 operations.

01/01/2017 Balance	Receipts	Disbursements	12/31/2017 Balance
238,279.11	234,295.04	203,480.92	269,093.23

Diehl also summarized 2018 year-to-date financials:

01/01/2018 Balance	Receipts	Disbursements	7/19/2018 YTD Balance
269,093.23	132,804.45	63,357.62	338,540.06

Diehl noted that the district's rate of budget expenditure indicates likelihood of excess budget for current year. David Byers asked why expenditures are down given that usage of facilities/services is on the rise. Diehl noted that some expenditures, such as the waste educator, will only post at year end, when final actual costs is computed. Other budgeted projects, such as advertising & surveillance cameras have not yet commenced. Tom Murtagh mentioned that the vacancy at the waste educator position is cause for some slow-down in program pursuits, and thus costs.

Murtagh mentioned that the desire for addition of recycle pickup sites has been expressed, such as at Battle Ground. Tracy Brown expressed need to add recycle sites and/or scheduled pickups because the containers fill so quickly. Brown noted that we need to prevent inconvenience to our site hosts that results from container overflow.

Tony Roswarski and John Dennis discussed the quandary of reduced demand from industry for recycled cardboard and glass. Public dumping of trash at recycle sites continues to be a problem.

Murtagh explained that basic services at the district's three recycle pickup sites, [Southwestern Middle School, Stockwell, East Tipp Baptist Church] were factored into the agreement for operation of the transfer station. Expansion of pickup sites and/or service schedule will result in additional cost and impact budget. Byers expressed his desire to expand services, since we have available funds, and add site(s) as necessary to provide more convenient service to a wider geographical area. Different potential sites were discussed. John Dennis would welcome expansion of collection sites to reduce the burden on the City of West Layette's site.

## **2019 Budget**

Chairman Murtagh presented the 2019 budget to the board.

Murtagh noted slight modifications to the 2019 supplies budget, which provides a little more educational materials budget for the new educator to use in outreach programs. Minor equipment budget remains at \$5,000 to enable camera installation at sites. Budget for main operating services down slightly. Budget for contracted service of waste educator moved from Professional Services line to Grants & Community Support line. Advertising line increased to allow for two ad campaigns in the coming year. Tony Roswarski asked about level of usage of the household hazardous waste disposal service provided at the North 9<sup>th</sup> Street facility. Murtagh said that usage had stabilized with good public participation, and great public feedback.

Murtagh briefly reviewed the 2019 revenue budget noting that the total expense budget was created to equal the total expected tax revenues for 2019. He responded to inquiry by Tony Roswarski, noting that it is likely that the district's cash balance will grow again if services are provided at the current level, so we can certainly afford to look at additional sites/services.

Ron Campbell asked how the district would add additional sites. Murtagh stated that conversations need to begin with a host, who would allow our containers to be placed on their real estate. Public lands, such as county-owned, or school-owned work well. From there, the frequency of service needs to be determined. Murtagh stated that it seems clear that the board wishes to expand services. Doug Masson clarified that a contract for use of a new site would require a contract between the district board and the host.

Ron Campbell asked about expansion of media advertising. Murtagh responded that he'd like the new waste educator to lead the advertising effort.

Tony Roswarski moved to approve the 2019 budget as presented; second by John Dennis. Motion passed.

<i>Tippecanoe County Solid Waste District</i>		2018 Apprv Budget	2018 Net Budget	2019 Request
49307510-2110	2110 - Office Supplies/General	0	0	0
49307510-2250	2250 - Oper Supplies/Food	0	175	300
49307510-2270	2270 - Oper Supplies/Educational Mtls	2,000	1,825	2,150
49307510-2340	2340 - Rep & Maint/Minor Equipment	5,000	5,000	5,000
49307510-3110	3110 - Prof Svcs/Legal	1,500	1,500	1,300
49307510-3190	3190 - Prof Svcs/Other	195,000	175,000	165,750
49307510-3210	3210 - Comm & Transp/Travel & Mileage	1,000	1,000	1,000
49307510-3310	3310 - Printing & Advertising/Legal	5,500	5,500	12,000
49307510-3430	3430 - Insur/Liability	3,300	3,300	3,300
49307510-3510	3510 - Utility Service/Utilities	500	500	350
49307510-3910	3910 - Other Disb/Dues & Subscription	1,000	1,000	850
49307510-3920	3920 - Other Disb/Grants & Cmnty Supp	22,750	42,750	54,000
Total Expenses		237,550	237,550	246,000
<i>Revenue:</i>				
49300000-0100	Property Tax	220,000	220,000	228,000
49300000-0130	Excise Tax	18,000	18,000	18,000
49300000-0761	Transfers In	0	0	0
Total Revenue		238,000	238,000	246,000

Chairman Murtaugh reminded the board that the previous contracted waste educator, Vanessa Rainwater, had left county employment in May. Vanessa's had provided services, the cost of which had been shared by the Tippecanoe County Solid Waste District (TCSWMD) and the Tippecanoe County Partnership for Water Quality (TCPWQ). The Partnership for Water Quality no longer wishes to share this partnership. Murtagh explained that he had approached the Wabash River Enhancement Corp. (WREC) about a possible partnership, and director Stanton Lambert welcomed the idea. The missions of the two entities make a good match for cooperative effort. Doug Masson explained that a Memorandum of Agreement would be necessary between TCSWMD, TCPWQ, and Tippecanoe County. Masson outlined a draft of a new MOA which maintained the same cost-share terms and nominal cost ceiling as the existing MOA with TCPWQ. Masson encouraged the board to grant Chairman Murtaugh authority to terminate the existing MOA with TCPWQ.

David Byers moved to grant Chairman Murtaugh authority to take necessary action to terminate the MOA with Tippecanoe County Partnership for Water Quality, and to proceed with new MOA with Wabash River Enhancement Corp.; second by John Dennis. Motion carried.

### **Report of Activities**

Chairman Murtaugh noted that activities would normally be reported by our waste educator. Murtaugh did offer a report on the districts e-Waste events. Last autumn an event was hosted by McCutcheon High School, and this spring a similar event was held at Harrison High School. Both were immensely popular. Murtaugh noted the events serve a great practical service and build goodwill. Oscar Winski offered discounted pricing for the district's public e-waste event.

Various volunteers serve to handle the e-Waste collections, offering engagement and educational outreach. At the spring event hosted by Harrison H.S., the football team volunteered to help handle e-waste items. Murtaugh noted this can be a theme for future events.

### **Citizens Advisory Committee**

Ron Campbell announced no matters to report.

### **Other Business**

Jeremy Diehl explained that he has been in contact with the State Board of Accounts, and SBOA is conducting an audit of the district's operations from inception through last year, or 2012-2017.

Chairman Murtaugh asked if the board was agreeable with the less frequent meeting schedule the district has recently maintained. Board members affirmed the meeting frequency is fine. Murtaugh did note that a summer meeting will always be necessary to approve subsequent year's budget.

After motion by John Dennis, Chairman Murtaugh adjourned the meeting at 12:40 p.m.

TCSWMD Operating Account  
Expenditure Approvals for CLAIMS APPRV 2018 JUL 19 Meeting

7/20/2018	Report Period Beginning Cash Balance		\$ 341,578.45
<b>RECEIPTS</b>			
12/21/2018	DEC 2018 Settlement - Property Tax	100,332.54	
12/21/2018	DEC 2018 Settlement - Excise Tax	10,937.90	
6/25/2019	JUN 2019 Settlement - Property Tax	127,406.20	
6/25/2019	JUN 2019 Settlement - Excise Tax	9,635.61	
	<b>Receipt Subtotal</b>	<b>\$ 248,312.25</b>	
<b>DISBURSEMENTS</b>			
<b>V00008595</b>	<b>1EIGHTY DESIGN LLC</b>		
01/29/2019	2019 TIPPECANOE WASTE.ORG HOST	310.00	
<b>V00008536</b>	<b>AISWMD</b>		
04/23/2019	2019 MEMBERSHIP RENEWAL	550.00	
<b>V00003778</b>	<b>BEST WAY DISPOSAL</b>		
08/21/2018	I-323995; STOCKWELL JUL 2018	975.00	
09/25/2018	I-323995; STOCKWELL AUG 2018	780.00	
10/23/2018	I-323995; STOCKWELL SEP 2018	975.00	
11/20/2018	I-323995; STOCKWELL OCT 2018	585.00	
12/26/2018	ACCT #I-323995; STOCKWELL	780.00	
01/15/2019	I-323995; STOCKWELL DEC 2018	1,560.00	
03/12/2019	I-323995; STOCKWELL FEB 2019	585.00	
04/23/2019	I-323995; STOCKWELL MAR 2019	975.00	
05/21/2019	I-323995; STOCKWELL APR 2019	780.00	
06/11/2019	I-323995; STOCKWELL MAY 2019	930.00	
<b>V00003156</b>	<b>BROWN, TRACY</b>		
04/23/2019	E-WASTE DAY VOLUNTEERS: DONUTS	34.00	
04/23/2019	E-WASTE DAY VOLUNTEERS: DRINKS	11.90	
04/23/2019	E-WASTE DAY VOLUNTEERS: PIZZA	150.00	
<b>V00008315</b>	<b>CARDMEMBER SERVICES LBT</b>		
10/23/2018	E-WASTE DAY VOLUNTEERS: DONUTS	15.00	
10/23/2018	E-WASTE DAY VOLUNTEERS: ICE	4.99	
10/23/2018	E-WASTE DAY VOLUNTEERS: PIZZA	197.89	
<b>V00006096</b>	<b>CITY OF WEST LAFAYETTE</b>		
11/20/2018	2018 RECYCLING CENTER 2ND INST	20,750.00	
<b>V00008538</b>	<b>HERITAGE ENVIRONMENTAL SVCS LLC</b>		
10/09/2018	CUST#1860103779; PICKUP 06/21	9,621.25	
10/09/2018	HERITAGE ENVIRO CUST#186010377	7,252.88	
10/23/2018	CUST#1860103779; PICKUP 09/13	3,094.50	
11/20/2018	CUST#1860103779; PICKUP 07/20	3,498.10	
01/29/2019	CUST#1860103779; PICKUP 10/11	5,037.50	
02/26/2019	CUST#1860103779; PICKUP 12/06	5,182.90	
03/12/2019	CUST#1860103779; PICKUP 01/17	6,345.90	
05/21/2019	CUST#1860103779; PICKUP 03/28	3,146.86	
06/11/2019	CUST#1860103779; PICKUP 02/28	534.60	
06/11/2019	CUST#1860103779; PICKUP 05/03	13,854.69	

TCSWMD Operating Account  
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<b>V00000874</b>	<b>HOFFMAN LUHMAN &amp; MASSON PC</b>	
08/28/2018	07/19/2018 MTG PREP & ATTEND	388.50
<b>V00009828</b>	<b>LIBERTY MUTUAL INSURANCE COMPANY</b>	
10/23/2018	CHAIRMAN BOND 2019	100.00
12/07/2018	CHAIRMAN BOND 2019	100.00
12/07/2018	CHAIRMAN BOND 2019	-100.00
12/11/2018	CONTROLLER BOND 2019	105.00
<b>V00001120</b>	<b>MITCHELL AGENCY INC</b>	
03/26/2019	TIPPCOU-07; PKG80810578 LIA	3,081.00
<b>V00008539</b>	<b>OSCAR WINSKI CO.</b>	
11/20/2018	E-WASTE DAY 10/06/2018	4,062.47
04/23/2019	E-WASTE DAY 04/06/2019	3,399.99
<b>V00002789</b>	<b>SAFETY-KLEEN SYSTEMS INC</b>	
08/07/2018	BILL #TI19623; SVC 07/17/2018	242.61
08/28/2018	BILL #TI19623; SVC 08/14/2018	239.37
09/25/2018	BILL #TI19623; SVC 09/11/2018	164.80
10/09/2018	BILL#TI19623; SVC 10/02/18	161.02
12/11/2018	BILL #TI19623; SVC 12/03/18	238.83
01/29/2019	BILL #TI19623; SVC WE25872	474.96
02/26/2019	BILL #TI19623; SVC 02/19/19	239.37
02/26/2019	BILL #TI19623; SVC 11/06/18	243.15
<b>V00005789</b>	<b>STATE BOARD OF ACCOUNTS</b>	
01/29/2019	SBOA ENGAGEMENT: 2012 - 2017	616.00
<b>V00001583</b>	<b>TIPPECANOE COUNTY TREASURER</b>	
08/07/2018	TCTS100210; JUL 2018 OPER FEE	4,386.50
09/11/2018	TCTS100210; AUG 2018 OPER FEE	4,386.50
10/09/2018	TCTS100210; SEP 2018 OPER FEE	4,386.50
11/06/2018	TCTS100210; OCT 2018 OPER FEE	4,386.50
12/11/2018	TCTS2100210; NOV 2018 OPER FEE	4,386.50
01/15/2019	TCTS100210; DEC 2018 OPER FEE	4,386.50
02/26/2019	TCTS100210; JAN 2019 OPER FEE	4,474.30
03/12/2019	TCTS100210; FEB 2019 OPER FEE	4,474.30
04/30/2019	TCTS100210; MAR 2019 OPER FEE	4,474.30
05/21/2019	TCTS100210; APR 2019 OPER FEE	4,474.30
06/11/2019	TCTS100210; MAY 2019 OPER FEE	4,474.30
<b>V00008341</b>	<b>TIPPECANOE SCHOOL CORPORATION</b>	
04/30/2019	TCSWMD PUBLIC WASTE DISPOSAL	245.00
<b>V00001583</b>	<b>TIPPECANOE COUNTY TREASURER</b>	
12/26/2018	50% SOLID WASTE EDUCATOR 2018	13,702.27
<b>V00004742</b>	<b>WIRELESS NETWORKING SOLUTIONS INC</b>	
11/06/2018	CAMERAS AT SOUTHWESTERN MS	3,219.00

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Disbursement Subtotal      \$      168,131.80

TCSWMD Operating Account  
Expenditure Approvals for CLAIMS APPRV 2018 JUL 19 Meeting

07/20/2017	Report Period Ending Cash Balance	<u>\$ 421,758.90</u>
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**TCSWMD Operating Account**  
**Expenditure Approvals for CLAIMS APPRV 2018 JUL 19 Meeting**

We hereby approve the payment of the above claims:

\_\_\_\_\_  
Thomas P. Murtaugh, Chairman

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Tracy A. Brown, Vice-Chairman

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John R. Basham II, Member

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David S. Byers, Member

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Ronald B. Campbell, Member

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John Dennis, Member

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Tony Roswarski, Member

Attest:

\_\_\_\_\_  
Jeremy J. Diehl - Controller

6/27/2019